



Applying for Graduation

Steps to follow:

- Complete the Degree Application form. Submit a separate degree application for each degree.
- Have your adviser complete the Degree Certification form and have it signed by your adviser and the department chair of your major.
- If applicable, have your adviser complete the Minor Certification form and have it signed by your adviser and the department chair of your minor.
- Submit all forms to the Office of the Dean (of your major) with a \$25 application fee receipt.
(Payments should be made to the Office of Student Accounts.)
- After submission of your application, if any information changes (such as your mailing address or name changes prior to graduation), please notify the Office of the Registrar and specifically ask that your diploma name and/or mailing address be changed.
- If any coursework listed on your Degree Certification changes after submission of your application, please notify your adviser and ask him/her to notify the Office of the Registrar as soon as possible.

To be Eligible for graduation, you must:

- Meet all course requirements.
- Meet all “in residence” requirements.
- Meet all departmental or program requirements.
- Have a cumulative GPA of at least 2.0 on all work attempted at Coastal Carolina University.
- Have earned the minimum hours as determined by the degree (120 earned hours minimum).
- If you receive a grade of “I” (Incomplete) for any of your classes for the current term (or have an “I” from a previous term), you must have completed all coursework and turned it in to the instructor by the end of the term. If not, you will be denied graduation and will have to reapply for graduation for a future term.

To graduate with Honors you must meet the following criteria:

1. Earn at least 60 graded (GHR) hours applicable toward the degree “in residence” at Coastal Carolina University.
2. Honors will be calculated based on your Coastal Carolina University GPA, including both original and repeated grades that were taken under the University’s Course Repeat Forgiveness option.

Summa Cum Laude:	GPA 4.000
Magna Cum Laude:	GPA 3.750 to 3.999
Cum Laude:	GPA 3.500 to 3.749

For more information, please read about “Graduation with Honors” in the Academic Regulations section of the University Catalog (<http://www.coastal.edu/catalog>).

Go to www.coastal.edu/commencement for important information regarding graduation and ticketing.

Please type.

- Please submit this application, the Degree Certification form and the application fee receipt to the dean of your college no later than the deadline date as set in the current academic calendar.
- A minimum GPA of 2.000 or higher must be attained. The minimum hours are determined by the degree (120 earned hours minimum.)
- Graduation with Honors will be based on the student's Coastal Carolina University GPA.
- **Your diploma will be ordered from information provided on this form; please review for accuracy.**

Student ID number _____

Applicant's signature _____ Date _____

CCU Email _____

Graduation semester: Spring / May Year _____
 Summer / August Year _____
 Fall / December Year _____

Do you plan to attend the commencement ceremony? Yes No

NAME Please use name listed in student records. To change name, you must file legal documentation with the Office of the Registrar.

First name _____ First middle name _____

Second middle name (if applicable) _____

Last name _____ Jr., III, etc. _____ Accent (if applicable) _____

LOCAL ADDRESS (Commencement information will be mailed to this address.)

Please note that important commencement information will be emailed to your CCU email address. Please make sure you check your CCU email frequently.

FORWARDING ADDRESS (Diplomas and alumni information will be mailed to this address.)

Street _____

City _____ State _____ Zip code + four _____ Telephone (_____) _____

OPTION: I prefer to pickup my diploma from the Office of the Registrar. If this option is selected, you will receive notification via your CCU email when your diploma is available.

DEGREE / MAJOR

Degree name _____

First major name* _____

Second major name* _____

First minor name _____

Second minor name _____

Concentration _____

*Majors will appear in this order on the diploma and transcript.

ADMINISTRATIVE USE ONLY

Code _____ Entered _____

Code _____ Audit 1 _____

Code _____ Audit 2 _____

Code _____ RO1 _____

Code _____ RO2 _____

Code _____ Graduated _____

Diploma Mail Date _____

Hours earned _____ CCU GPA _____

Honors: Summa Cum Laude 4.0 Magna Cum Laude 3.75-3.999 Cum Laude 3.5-3.74 60 Hours

Degree requirements not fulfilled. Missing requirement(s): _____

All degree requirements are fulfilled. Provost's signature _____ Date _____

